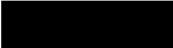


Ch/G Staff Meeting
15 October 1957
ACTION REQUIRED

<u>Item No.</u>	<u>Action Required of Chief/G</u>	<u>Action Required of Divisions</u>
1	NONE REQUIRED	
2	Meetings to be scheduled between divisions and St/I	Each division is to look over the "OCI Requirements Guide" to be sure its interests are represented
3		Each division is to suggest candidates to Ch/G for exchange of personnel with USSR
4	Meet with 25X1A9a [REDACTED] tomorrow	Chiefs, D/GC and D/GG to meet with [REDACTED] tomorrow 25X1A9a
5	NONE REQUIRED	25X1A9a
6		[REDACTED] to prepare a memo on Management Survey of D/GL
7	NONE REQUIRED	
8		D/GC and D/GP to send representatives to lecture
9		Chief, D/GG, to inform Ch/G when briefings will be held
10		Divisions to pass on to Ch/G any likely GM topics
11		Chief, D/GC, to prepare a memo to AD/RR on progress of terrain maps for Admiral Layton
12		D/GL to make preparations for the briefing
13		Divisions to submit candidates to Ch/G

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ACTION REQUIRED
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<u>Item No.</u>	<u>Action Required of Chief/G</u>	<u>Action Required of Divisions</u>
14		Divisions to submit comments before the end of the week.
15	NONE REQUIRED	
16	NONE REQUIRED	25X1A9a
17		 to attend
18	Check on possibility of changing items now included in promotion memoranda	
19		Divisions to submit consumer reactions to St/C, thru Ch/G, for inclusion in their file
20,21,&22	NONE REQUIRED	

MINUTES OF THE GEOGRAPHIC RESEARCH AREA STAFF MEETING, 15 OCTOBER 1957 25X1A9a

PRESENT: [REDACTED]

25X1C8c [REDACTED]

2. St/I Requirements Briefing

Chief/G reported he had attended the scheduled Requirements Briefing given by St/I on 8 October 1957, in which the entire requirements set-up was presented. It was agreed at this meeting to schedule sessions between St/I and each Division (possibly each quarter) to discuss requirements problems. Also mentioned at the meeting was a publication issued by OCI every quarter, "OCI Requirements Guide", which involves current requirements.

[REDACTED] asked that each Division look over this publication and be sure its interests are represented.

25X1A9a 3. Exchange of Geographers with USSR

25X1A9a

[REDACTED] came by this morning to discuss with [REDACTED] the possibility of including a geographer from CIA in an exchange of personnel with the USSR, which it is expected will take place next spring. The period of time is not definite, but it was indicated it would probably be for about one month; [REDACTED] suggested that it be for a longer period, perhaps 3 months. Chief/G asked the divisions to think about this exchange and suggest candidates, itinerary and targets to him; he also suggested the possibility of sending 2 geographers should be explored.

25X1A9a 4. Meeting with [REDACTED] Tomorrow

25X1A9a Chief/G announced that he and Chiefs, D/GG and D/GC would meet with [REDACTED] tomorrow to discuss unconventional warfare matters raised by [REDACTED]

25X1A9a 5. Training Program in Clandestine Activities

Chief, D/GG, reported on the progress of the OTR Training Program in Clandestine Activities, which is being set up for those of our analysts who are involved in unconventional warfare studies.

*Arrived during the discussion of Item 18, and was present for the remainder of the meeting.

6. Management Survey of D/GL

25X1A9a

Chief/G asked that [REDACTED] prepare a Memo for the Record on the recent Management Survey of the Map Library Division and on the several conferences which concluded the survey activity in D/GL.

7. Monthly Reports

Chief/G asked for reactions from the group on the revised Division Monthly Reports. It was agreed they now seemed to include all essential items and represented an improvement over the old reports. Chief/G indicated that personnel changes may be included, if desired.

8. Lecture to be Given on 17 October

Chief/G announced that a lecture was to be given on "Presentation of Ideas" by the Deputy Chief for Presentations, Navy Department; this lecture will be about the use of graphic aids in briefings. It will be presented at 1430 on 17 October at 117 Central Building and GRA is allotted 2 seats. It was decided that D/GC and D/GP would send representatives.

9. Briefings by D/GG Branch Chiefs

next week

The first of a series of briefings will be presented/for the Staff Meeting Group by D/GG Branch Chiefs on recent developments in their areas of responsibility. The purpose is to develop Branch Chief capabilities in this kind of presentation, stimulate ideas, and keep us abreast of what is going on. If found to be beneficial, these briefings will be presented periodically and to a wider ORR audience.

10. Ideas for GM Production

25X1A9a

Chief/G asked the group for ideas for possible GM's. The Turkey-Syria situation was mentioned, but was ruled out as it is mostly political and is being covered extensively in OCI publications. [REDACTED] asked that the group do some additional thinking on this, and pass on to him any ideas they might have on likely topics for GM's.

25X1A9a 11. Terrain Maps for Admiral Layton

Chief/G asked Chief, D/GC, about the progress of the terrain maps for Admiral Layton. [REDACTED] asked that a memorandum be prepared for submission to AD/RR, thru Ch/G, on the status of these maps.

12. Briefing on [REDACTED]

25X1C4a

25X1C4a

A 30-minute briefing on the [REDACTED] (which will celebrate its tenth birthday in December) has been approved by the DD/I and is set for some time in November. In addition to the DD/I, the DCI, DDCI, and DD/C will be invited to attend.

13. Course on Budget Estimates

An 8-week, 2-hour per day, course on Budget Estimating is scheduled for the near future. Chief/G indicated that it was obviously of more interest to St/A budget personnel, but that perhaps D/GP might have use for such a course. Chief/G is to be informed of any candidates.

14. Briefing of OO Field Chiefs

AD/RR is to brief the [REDACTED] Chiefs on 25 October. Division comments, which should include problems and changes in research emphasis, 25X1A2g are to be submitted through Ch/G before the end of the week.

15. Cut in External Training Funds

Chief/G announced that OTR has received a 10% cut in money available for external training.

16. Study Time for Language Courses

No definite rule or policy re on-duty study time for after-hours courses. Personnel should not study during office hours unless directed to do so.

17. Management Course for Division Chiefs

A special management course at "isolation" 25X1A9a will be held the last two weeks of February. It was determined that [REDACTED] should be nominated to attend.

18. Competitive Evaluation Panel

The procedures of the CEP were discussed, as they are now constituted in the ORR Regulation now being drafted by the Career Service Board. Also brought up was the question as to whether everything now included in promotion memoranda was really essential. This was discussed and the group made suggestions as to just what they believed should and should not be included; [REDACTED] will check into this further, with a view to possibly revising the present format.

25X1A9a

19. St/C File on Known Utilization of ORR Production

Chief/G informed the group that St/C is setting up a file on known utilization of ORR production. Division Chiefs are to submit all oral and written consumer reactions to our products to St/C, thru Ch/G.

20. Area Orientation Program

The GRA Orientation Program was discussed, and arrangements made for additional sessions in some of the divisions.

~~SECRET~~

21. JOT Program -- Dave Naley 25X1A9a

Chief/G announced that [REDACTED] had been nominated for the JOT program but had decided against it, after discussing it in detail with an OTR representative.

22. Candidates for OBI Position

Chief/G announced that OBI is presently looking for someone to work for them on Chapter II of the NIS, and has made a machine run of likely candidates. The office concerned will be informed before any definite steps are taken to procure a specific individual.

~~SECRET~~